CITY OF KENNESAW, BUSINESS LICENSE DEPARTMENT

2529 J.O. STEPHENSON AVENUE

KENNESAW, GEORGIA 30144

PHONE (770) 424-8274 EXT. 3190 FAX (770) 429-4559

WEB SITE ADDRESS - www.kennesaw-ga.gov

VEHICLE FOR HIRE BUSINESS LICENSE APPLICATION AND CHECK OFF LIST

1. Application and attachments must be typed or legibly written in black ink and every question must be completed. Provide one original and one copy of all application and attachments. All dated material submitted must not bear a date more than 30 days prior to submission.
2. A personal statement must be completed by the licensee and each shareholder with 20% or more ownership.
3. Provide two pictures of the licensee and each shareholder. Photographs must be passport size.
4. Persons that were not born in the U.S. must provide a photocopy of their original Immigration Card I-551 to the Business License Staff. Naturalized citizens must provide a photocopy of their original certificate of naturalization to the Business License Staff. If otherwise admitted into the United States, please provide a photocopy of the original IND documents. This applies to the licensee, each owner each partner, and each stockholder, and their spouses. (Passports will not be accepted).
5. If a corporation or LLC, provide copies of stock certificates from and back in numerical order and minutes of meetings on all stock transfers except for publicly traded companies.
6. Provide proof of insurance on each vehicle in business. Proof of insurance must be in form of declaration page for policy, which must show all coverage amounts and all vehicles covered by vehicle identification number (VIN). Insurance must be in name of vehicle for Hire Company for each vehicle. Proof of insurance must indicate vehicle identification number, make and model of vehicle, insurance expiration date, and amount of coverage. Insurance must be issued by an insurance company that is authorized to do business in the State of Georgia. If the insurance company has not been previously approved by the City attorney, a copy of the policy must be sent to a City attorney and approved before the application can be processed.
7. Provide a copy of the insurance policy jacket which includes the policy contract for all vehicles covered by insurance.
8. Provide two pictures of EACH vehicle. Include picture of Tag.
9. Provide a seven (7) year driver's history of each shareholder/partner/stockholder with 20% or more ownership and licensee residing in the State of Georgia.
10. Provide current vehicle registration (current tag receipt) in company name and to business address for each vehicle.
11. Provide notarized consent form for each owner/partner/ stockholder and licensee and their spouses. Two forms have been provided; copy as necessary.
12, Provide signed affidavits from each owner/partner/stockholder or CEO and licensee with notary regarding safety standards.
13. Provide a notarized purchase agreement, if you are buying an existing establishment.

	14. Provide a copy of a notarized lease between you and the property owner or proof of ownership of building or location of business.
	15. The Zoning Department must sign the application indicating the zoning designation.
	16. Application Fee - \$100
	17. Fingerprints - \$25 (You will be provided two fingerprint cards to take down to jail to be fingerprinted).
	18. Application Fee, License Fee, and vehicle sticker and badge must be paid before the license can be issued. The license fee for businesses is based on estimated gross revenue. The permit stickers are \$50 per vehicle and included the badge.
	19. Each vehicle must be brought to the City of Kennesaw for the Police Department to inspected. This is scheduled with the Business License Staff.
	here are any questions regarding the vehicle for hire application please contact the business License partment at (770) – 424-8274 or email khiggins@kennesaw-ga.gov .
Dis am	e licensee must maintain daily dispatch log sheets for a minimum of one year on the licensed premise. Epatch logs shall indicate the number of passengers, time, place of entry, destination of passengers, and ount charged. Personal property left in the vehicle shall be itemized and be available at the vehicle for e business during business hours, which are to be no less than 7:00 am to 7:00 pm, seven days per ek.
Fee	e Schedule:
\$10	OO Application Fee

\$100	Application Fee
\$50	Permit decal good for one year and Badge good for two years
\$25	Annual Renewal - Permit Decal
\$25	Bi-Annual Renewal – Badge
\$25	Fingerprints

Business License Fees are based on annual gross revenue

CITY OF KENNESAW

BUSINESS LICENSE DEPARTMENT
2529 J. O. STEPHENSON AVENUE
KENNESAW, GEORGIA 30144
(770) 424-8274 EXT. 3190 FAX (770) 429-4559

TAXI CAB APPLICATION

	Date Received:		
	Copy to Police Department:	AND THE PROPERTY OF THE PROPER	
	Date letter Received From PD:		
	Consideration Date:		
	Business License Department: Approved () Denied ()	
	Mayor & Council: Approved () Denie	d () Date:	
	License Number:		
	NEW () CHANGE OF OWN		DATE:
1.	Type of Business:		
2.	Business Name:	-////	
3.	Business Address:	Busines	ss Phone #
	City:State:		Zip:
	Fax #:		
	E-mail Address:		
4.	Provide the address and attach pictures, in am to 7:00 pm and any additional hours the being operated. • A dispatcher must be included in the communication with passengers and/or drest	at any vehicle for his staff and have rivers. (Does not City, State, Z	r hire associated with the company are e access to a radio for the purpose of apply to sedan carrier)
5.	Please provide the name, address and phore County, for the purpose of serving process: Kennesaw or sedan carriers)	(does not apply	to companies located in City of
	Name:		
	Address:		
	Mailing Address:		
	City: State:		Zip:

			Title:
	5#:		
			Phone:
	ernate Phone/Cell #:		
Но	me Address:		
Cit	y:	State:	Zip:
7. Ty	pe Of Ownership: Sole Propi	rietor () Partnersh	nip () LLP () Corporation () LLC (
8. If S	Sole Proprietor - Owner's Na	me:	
Soc	cial Security #	Date of Birt	:h:
Но	me Address		Home #:
Cit	y:, State: _	Zip:	
E-r	nail:	Cell :	Phone #:
9. If F	Partnership or Limited Liabili	ity Partnership	
Na	me of Partner/member:		S. S#:
Da	te of Birth:	_ Percentage of Own	ership:
Но	me Address:		Home Phone:
Cit	y:	State:	Zip:
E-r	mail Address:		Cell #:
Na	me of Partner/member:		S. S#:
Da	te of Birth:	_ Percentage of Own	ership:
Но	me Address:	A	Home Phone:
Cit	y:	State:	Zip:
E-r	nail Address:		Cell:
	clude additional partners		
	•	, .	
10 If (Corporation or Limited Liabi	lity Company	
	*		
Co	rnoration Address:		Corporation Phone #:
			Fax
Li".	man man coo.		A 444
Pr	esident/member·		Percentage of Ownership:
			S.S#:
			Home Phone #:
			Zip:
			Cell Phone #:

	Percentage of Ownership:
	S.S#:
	Home Phone #:
State:	Zip:
	Cell Phone #:
mation Form	VEHICLE NUMBER:
quested information on ea	ch vehicle. (Use additional pages if necessary 1
	additional vehicles, please duplicate this page.
·	ennesaw last year? Yes () No ()
	or this vehicle issued by City of Kennesaw last mber will result in a new vehicle sticker charg
Mod	el:Year:
ation number (VIN):	
Tag #:	
kimum number of seating c	capacity <u>behind</u> the driver:
van?	
ice company holding policy	7:
nd address:	
	_ Expiration of Policy:
	quested information on each vehicle). When adding a nicle permitted by City of Kennicle permitte

<u>UPON APPROVAL</u> ALL VEHICLES MUST BE BROUGHT TO THE CITY OF KENNESAW FOR THE POLICE DEPARTMENT TO INSPECT BEFORE THE VEHICLE STICKER WILL BE ISSUED. PER SECTION 22-354

witl	e two photographs of vehicle below showing vehicle tag and compliance all requirements of vehicle for hire. One picture must have view of vehicle r this vehicle. Tag must be readable.	
97, U TO THE TOTAL STATE		
	SIDE	

-					
(ested interest No ()	in any other vehic	corporation, member, a de for hire business in th ge of ownership.	•
á	List full name and any interest in this	business and		•	Corporation havin
f	for each officer and corporation.	d stockholder		ity number, and percent wenty percent ownershi Resident Name	-

20. Has any person havin Arrested Yes (Detained Yes (Pled Guilty Yes (On Probation Yes (If you answered "YES charges, places of arresponse to this quest	ress Phone		
Arrested Yes (Detained Yes (Pled Guilty Yes (On Probation Yes (If you answered "YES charges, places of arresponse to this quest	g interest in this b	ousiness ever been:	
Arrested Yes (Detained Yes (Pled Guilty Yes (On Probation Yes (If you answered "YES charges, places of arresponse to this quest			
response to this ques	" to any of these q	Convicted Indicted Pled Nolo Contendre questions, list below in complent of charge (s). (Failure to m	
Management of the second of th	tion will result in o	denial of the application or a ot given for any reason).	
21. If in City of Kennesaw Approved by Zoning (osed property zoned?er:	
22. Indicate owner of bui	lding and owner o	of property. Give name, addre	ess and phone numbers

Georgia, City of Kennesaw

, being duly sworn according to law, do swear that the facts and statements stated by me in the above and foregoing answers are true. False or fraudulent statements are not made herein and none were made in order to produce the granting of such a license.				
I further certify that I will notify the in management, licensee, ownership ordinance to be updated.	-			
Signature of Applicant				
Sworn to and subscribed before me	this	_day of	, 20	
Notary Public	Date			
Signature and title of person other than applican	t filling out this application.			
Address & Phone #				
All Questions Mu	st Be Answered			
Received in the City of Kennesav	v Business License Of	fice on	at	
By:Business License Clerk				

Owner / Licensee Personal Statement

(A photo of applicant must be attached)

L		
	2 X 2	

L.	Full name of (Do Not Use Initials) Include maiden name(s), alias(s), etc.
2.	Georgia Drivers License Number:
3.	Social Security No Business Phone: Home Phone:
1 .	Fax #: E-mail Address: Cell #:
5.	Home Address: City, State, Zip:
6.	Business Address:
7.	Race: Sex: Height: Weight: Age: Color of Hair: Color of Eyes:
3.	Place of Birth: Date of Birth:
	U.S. Citizen by (please check one): Birth Naturalization If naturalized:
	Date, Place, and Court: Certification #:
	Petition # Derived Parents Certificate #'s
	If not a citizen:
	Alien Registration #: Native Country:
	Date and Port of entry:
	If you are not a citizen and do not have an I-551 card, under what authority are you legally in
	as you as a not a citizen and not not have an a sort casa, and or much account it as a you regard in



this country?

	-		State of Georgia? of Kennesaw?		
12. What is 13. Do you l the busi	the title of yo nave any fina ness submitt	our position w ncial interest of ing the license	resent address? ith the business submitti or are you employed in a application of which thi amount of interest in eac	ing this license ap my vehicle for hir s personal staten	e business other than
14. List occı	upation(s) for	r the past ten y	years:		
	From Month/ Year	To Month/ Year	Employer (name, address & phone #)	Reason for leaving	Salary
	15. List resid	lences for past	t ten (10) years. Addr	ess	City and State

CITY OF KENNESAW, GEORGIA

TAXI CAB AFFIDAVIT

l,	, do soler	nnly swear that the foregoing statements are
true. I und	derstand that any falsehoods are grounds fo	r automatic dismissal of this application.
1 1	further certify that I will notify the City of Ke	nnesaw Business License Office of and changes
effecting	my status and/or position with this compan	y.
		
Α	pplicant Signature, (Full name in ink)	
N	otary Public	Date

TO BE COMPLETED BY THE LICENSEE, SPOUSE OF LICENSEE, OWNERS AND SPOUSES, PARTNERS AND SPOUSES AND STOCKHOLDERS WITH 20% OR MORE OF SHARES AND THEIR SPOUSES.

COPY OF STATE ISSUED ID MUST ACCOMPANY CONSENT FORM

CONSENT FORM

I HEREBY AUTHORIZE <u>CITY OF KENNESAW BUSINESS LICENSE OFFICE</u> TO RECEIVE ANY CRIMINAL HISTORY RECORD DRIVERS HISTORY INFORMATION PERTAINING TO ME WHICH MAY BE IN THE FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY IN GEORGIA.

		FULL NAME PRINTED	
		STREET ADDRESS	
		CITY, STATE, & ZIP	
SEX	RACE	DATE OF BIRTH	SOCIAL SECURITY NUMBER
		SIGNATURE	
	NOTARY PUBLIC		DATE

TO BE COMPLETED BY THE LICENSEE, SPOUSE OF LICENSEE, OWNERS AND SPOUSES, PARTNERS AND SPOUSES AND STOCKHOLDERS WITH 20% OR MORE OF SHARES AND THEIR SPOUSES.

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NAME PRINTED	
REET ADDRESS	
Y, STATE, & ZIP	
DATE OF BIRTH	SOCIAL SECURITY NUMBER
SIGNATURE	
SIGIME	
	DATE
	REET ADDRESS Y, STATE, & ZIP



Phone: (

SSN/EIN:

City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, GA 30144 770-424-8274 770-429-4559 Fax www.kennesaw-ga.gov

APPLICATION FOR OCCUPATIONAL TAX CERTIFICATE

This application must be filled out completely to obtain a business license. Please print legibly with ink or type. Note: Any information and/or documents provided in this application that are exempt from disclosure to third parties under O.C.G.A. 50-18-72 will be held confidential.

BUSINESS INFORMATION This business is: () CHANGE OF OWNERSHIP () CHANGE OF NAME OR ADDRESS ()NEW The business is zoned: Residential _____ Commercial Business Name (Doing Business As): Street Address APT/STE City/State Mailing Address (if different) Business Phone () Fax Number ()____ Is this business state or federal regulated? _____ If yes, State/Federal License NO. Describe in detail the nature of the business: Estimated Gross Receipts for the remainder of this calendar year \$_____ Number of Employees at this location ______(Sole owner/operators) Number of Independent Contractors at this location ____ **OWNER INFORMATION** Type of Ownership: () Sole Proprietorship () Corporations/LLC * () Partnership/LLP **Corporations must be active in compliance and provide a copy of the Corporate Certificate. ** OWNER INFORMATION MUST REFLECT THE TYPE OF OWNERSHIP: Corporate/Partnership Name: _____ Sole Proprietor Name:_____ Effective Date D/O/B / / Address: Street Address Apt/Ste City/State Zip

E-mail address:

^{*}If the business is corporate owned or a partnership, complete Corporate Officers/Partners section on next page.

CORPORATE OFFICERS/PARTNERS

	rarmer run Name:		Position:		
% of Owne	ership				
Address: _					
Phone: (Street Address	Apt/Ste	City/State	Zip	
Vice Presid	dent/Partner Full Name:		Position:		
	ership				
Address:					
-	Street Address	Apt/Ste	City/State	Zip	
hone: ()	SSN/EIN: _			
'reasurer/	Partner Full Name:	Po	sition:		
	rship	· ·			
hone: ()	Street Address	Apt/Ste	City/State	Zip	
		()Owner			
certify that is or automatic nust be appropried this license.	the facts stated by me are true and a dismissal of this application and coved and permitted by the City of ated in compliance with all applicate or payment of this occupation tax laws, ordinances, and regulations.		Phone: (RE entation or fraudulent stand that all signs dispertment. I also under nances, and regulation ate, federal, or local en	information is ground played on my premise stand that my busines: s; and that the grantin; tity to regulate, and	
certify that to automatic tust be appropriated by the constitution of the constitution	the facts stated by me are true and a dismissal of this application and coved and permitted by the City of ated in compliance with all applicate or payment of this occupation tax laws, ordinances, and regulations.	correct. I understand any misrepressor revocation of the license. I under Kennesaw, Planning and Zoning Deable state, federal and local law, ordict does not waive any rights of any standition I understand my busine	Phone: (RE Tentation or fraudulent stand that all signs dispartment. I also under nances, and regulation ate, federal, or local enss location must conformate.	information is grounds played on my premise stand that my business s; and that the granting tity to regulate, and rm to all zoning rules	
certify that is or automatic nust be approunded the construction of this license inforce such and regulation ignature:	the facts stated by me are true and dismissal of this application and doved and permitted by the City of ated in compliance with all applicate or payment of this occupation tax laws, ordinances, and regulations.	correct. I understand any misrepressor revocation of the license. I under Kennesaw, Planning and Zoning Deable state, federal and local law, ordict does not waive any rights of any st	Phone: (RE Tentation or fraudulent stand that all signs disp partment. I also under nances, and regulation ate, federal, or local en ss location must conformate: Date:	information is ground played on my premise stand that my busines s; and that the grantin; tity to regulate, and rm to all zoning rules	
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certify that is or automatic inst be appropriate the conforce such and regulation ignature:rint Name	the facts stated by me are true and a dismissal of this application and coved and permitted by the City of ated in compliance with all applicate or payment of this occupation tax laws, ordinances, and regulations.	correct. I understand any misrepres or revocation of the license. I under Kennesaw, Planning and Zoning De able state, federal and local law, ordix does not waive any rights of any st In addition I understand my busine	Phone: (RE Tentation or fraudulent stand that all signs disp partment. I also under nances, and regulation ate, federal, or local en ss location must confort. Date:	information is ground blayed on my premise stand that my busines s; and that the grantin tity to regulate, and rm to all zoning rules	
certify that or automatic ust be approust be open force such and regulation ignature:	the facts stated by me are true and a dismissal of this application and coved and permitted by the City of ated in compliance with all applicate or payment of this occupation tax laws, ordinances, and regulations. ns. & Title:	correct. I understand any misrepressor revocation of the license. I under Kennesaw, Planning and Zoning Deable state, federal and local law, ordix does not waive any rights of any standition I understand my busine linear the state of the s	Phone: (RE entation or fraudulent stand that all signs disp partment. I also under nances, and regulation ate, federal, or local enss location must conformate:	information is ground played on my premise stand that my busines s; and that the grantin tity to regulate, and rm to all zoning rules	
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MAYOR Mark Mathews

City Manager
L. Steve Kennedy

City Clerk, CMC Debra Taylor



COUNCIL
Mayor Pro-Tem Bruce Jenkins
Cindy Giles
Tim Killingsworth
Bill Thrash
Cris Welsh

Affidavit Verifying Status Of City of Kennesaw Business License Application

	under oath, as an applicant for a City of e or Occupational Tax Permit, I am stating the y application for -
[INSERT	BUSINESS NAME]:
I am a United Sta age or older;	es citizen or legal permanent resident 18 years of
	en or non-immigrant under the Federal y Act 18 years of age or older and lawfully .
who knowingly and willful statement or representation	entation under oath, I understand that any person ly makes a false, fictitious, or fraudulent in an affidavit shall be guilty of a violation of the Official Code of Georgia.
Signature of Applicant	Date
Printed Name SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF,	200_
Notary Public	Alien Registration number for non-citizens
My Commission Expires:	2/23/2010





COMMUNITY DEVELOPMENT BUILDING SERVICES DEPARTMENT PHONE: (770) 429-4554 FAX: (770) 429-4548

OCCUPANCY PERMIT APPLICATION

*****This permit does not allow changes to structure or construction work being done that would require permits (plumbing, heating, electrical, building, etc.) by a licensed Contractor.

HPO	FEE: \$25.00 C/COA Approval - Date (If Applicable	le):	Received da	Permit #
A	PPLICANT NAME			
Α	PPLICANT ADDRESS	CITY	STATEZIP_	
P	HONE: OFFICE	HOME		
D	ETAILED NATURE OF BUSINESS			
A	.DDRESS			
	UBDIVISION OR PARK			
S	QUARE FOOTAGELA	ND LOT/PARCELZ	ONING	
P	ROPERTY OWNERS NAME			
C	WNERS ADDRESS	· · · · · · · · · · · · · · · · · · ·	- MARKAN AND AND AND AND AND AND AND AND AND A	
	OWNERS PHONE			
1	That ever	REQUIREMENTS FOR PERM ense Application when beginning ything will be ready after inspect	this process to ensure ions.	OUR DUCINITIES MEETS
1.	REQUIREMENTS FOR THE LOC NEEDEDinl by zonin			
2.	CALL THE COBB COUNTY FIT TAKE FOUR COPIES OF THE FL FURTHER INSTRUCTIONS ON T	OOR PLAN DRAWING OF THE		
3.	FOR ANY FOOD SERVICE, 3 CO PUBLIC/ENVIORNMENTAL 77 WATER 770-423-1000 FOR REST YOU WILL NEED TO PROVIDE PERMIT WILL NOT BE ISSUED	0-435-7815. IN ADDITION, 3 C FAURANTS/BARS, HAIR SALO PROOF OF SEWER PAYMENT	OPIES OF FLOOR PLA NS, SCHOOLS/DAYCA	RES AND LAUNDROMATS
4.	BRING IN COPY OF THE FLOOR			

5. SET UP DAY FOR ON SITE INSPECTION BY THE BUILDING DEPT AND THE COBB COUNTY FIRE DEPT. (THE FIRE DEPARTMENT WILL NEED YOUR PERMIT NUMBER).

\$25.00 PERMITS FEE. A PERMIT NUMBER WILL BE ASSIGNED.

6. ONCE THE FIRE DEPT HAS ISSUED A RELEASE AND THE BUILDING INSPECTOR HAS APPROVED THE STRUCTURE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED WITHIN 3 BUSINESS DAYS. CALL 770-424-8274 OR 770-429-4554 TO VERIFY WHEN CO AND BUSINESS LICENSE WILL BE AVAILABLE FOR PICKUP.

CITY OF KENNESAW EMERGENCY COMMUNICATIONS EMERGENCY CONTACT QUESTIONNAIRE

BUSINESS NAME		TYPE OF BUSINESS			
STREET NUMBER & NAME	SUITI	E#		ZIP	CODE
BUSINESS TELEPHONE	FAX NUMBE	R			
OWNER'S NAME	HOME PHONE NUME	BER PA	GER OF	R CELL	NUMBER
TO BE NOTIFIED IN CASE O	F AN EMERGENCY AF	TER NORMAL	BUSIN	ESS HO	OURS:
1NAME	TITLE/POSITION	HOME NUM	BER	PAGE	R OR CELL #
2NAME	TITLE/POSITION	HOME NUM	BER	PAGE	R OR CELL#
3NAME	TITLE/POSITION	HOME NUM	BER	PAGEI	R OR CELL #
DOES YOUR BUSINESS HAVE IF SO, WHAT TYPE OF ALAR IS THE ALARM SYSTEM FOR I DOES AN ALARM COMPANY I IF SO, LIST THE ALARM COM	M SYSTEM? AUDI NOTIFICATION OF: <u>BI</u> RECEIVE THIS ALARM	BLE OR URGLARY I SIGNAL TO N	SILI <u>FIRE</u> OTIFY	OR POLIC	E OR FIRE?
DOES YOUR BUSINESS HAVE	A WATCHDOG OR GU				
IF SO, LIST NUMBER OF DOGS DOES YOUR BUSINESS HAVE IF SO, LIST THE NUMBER OF	A SECURITY GUARD	OR WATCHMA	N?	YES	S OR NO

DO YOU HAVE ANY ADDITIONAL SECURITY? IF SO, PLEASE LIST THIS INFORMATION. ARE THERE ANY FLAMMABLE, HAZARDOUS, DANGER STORED ON THE PROPERTY WHERE YOUR BUSINESS IS IF YES, LIST THE NAME OF THE SUBSTANCE AND APP	YES	OR	NO	
IF SO, PLEASE LIST THIS INFORMATION. ARE THERE ANY FLAMMABLE , HAZARDOUS , DANGER STORED ON THE PROPERTY WHERE YOUR BUSINESS IS				
ARE THERE ANY FLAMMABLE, HAZARDOUS, DANGER STORED ON THE PROPERTY WHERE YOUR BUSINESS IS	and the second			
STORED ON THE PROPERTY WHERE YOUR BUSINESS IS				
IF YES, LIST THE NAME OF THE SUBSTANCE AND APP	OUS OR TO LOCATED?	OXIC MA YES	ATERIA OR	LS NO
PLEASE PROVIDE A COPY OF M.S.D.S. FOR EACH PRO			TITY.	
MATERIAL QUANTITY CO	NTAINER 1	ГҮРЕ		MSDS#
1.	b		think, and the same of the sam	
2.			teath [®] .	
3.				
4.				
5.				
6.				
Mail to: City of Kennesaw 911 2529 J.O. Stephenson Avenue Ken Fax number 678.385.0166		0144 Attı	n: Bobbie	: Duke

The information you have provided is strictly confidential and will remain in the 9-1-1 Center. This information will be used to assist Police & Fire Personnel in the event an incident occurs on your property.